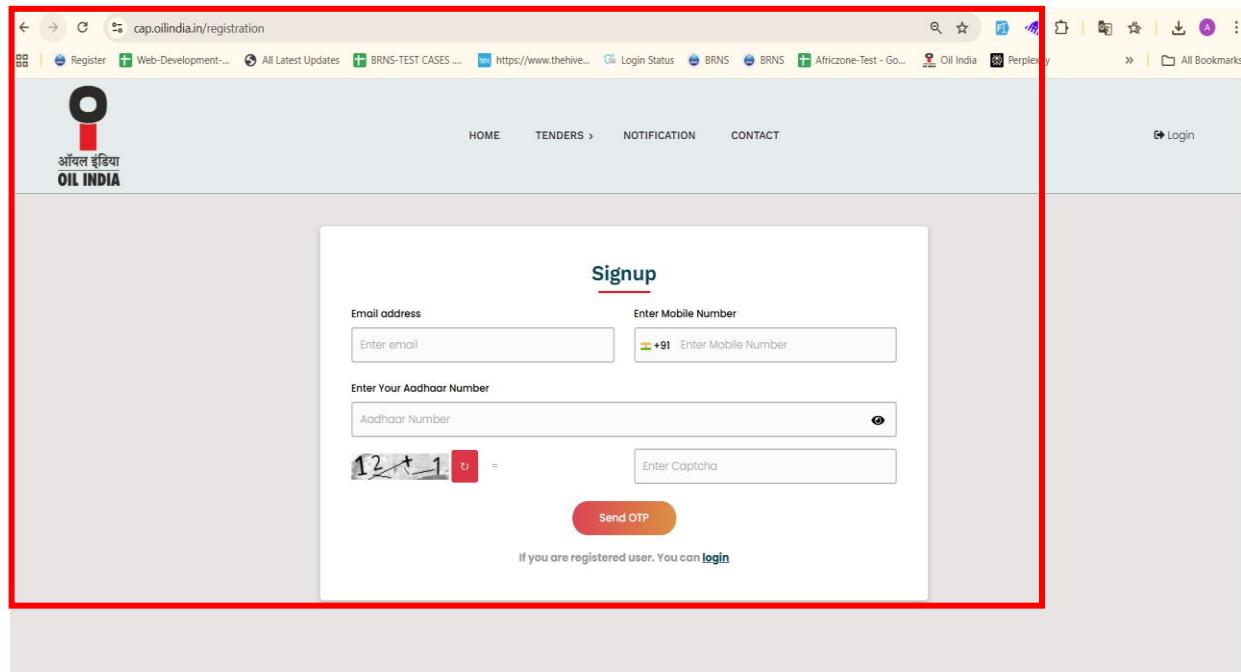


User Manual

1.0 User Login and Navigation

1.1 Signup Page Overview:



The screenshot shows a web browser window with the URL cap.oilindia.in/registration. The page features the Oil India logo and navigation links for HOME, TENDERS, NOTIFICATION, and CONTACT. A red box highlights the central 'Signup' form. The form contains fields for Email address, Enter Mobile Number, Enter Your Aadhaar Number, and a Captcha field with a refresh icon. A 'Send OTP' button and a link for registered users to log in are also present.

The login page allows authorized users and administrators to securely access the system.

1.2 Steps for Sign-up

(a) Email Address

- Enter your valid email ID.

(b) Mobile Number

- Enter your 10-digit mobile number.
- Country code (+91) is preselected.

(c) Aadhaar Number

- Enter your 12-digit Aadhaar number.
- Use the **eye icon** to show/hide the Aadhaar number.

(d) Captcha Verification

- Solve the math captcha displayed.
- Enter the correct answer in the captcha field.
- Click the **refresh icon** if the captcha is unclear.

(e) [Send OTP](#)

- Click **Send OTP** to receive the OTP on your mobile number and you will be automatically re-directed for KYC verification, click on continue.

Get Aadhaar from DigiLocker

If you have your account already with DigiLocker with Aadhaar in it.

- Fill in your Mobile / Aadhaar / Username to sign in to your DigiLocker Account.
- Enter the OTP which has been received on your Aadhaar registered mobile number.
- Enter security PIN to Sign in to your DigiLocker Account
- Please allow us to access your digital documents.

If you do not have your account with DigiLocker.

- Click on "Sign up".
- Enter your Aadhaar or Mobile number and enter your OTP and continue.
- Submit your 'Full Name', 'Date of Birth', 'Gender', 'Email ID'.
- Enter your 'Aadhar number' to get your digital Aadhar.
- Please allow us to access your digital documents.

CONTINUE

- Enter Aadhar No. on Digi locker Page as shown below:

 DigiLocker
Document Wallet to Empower Citizens

Sign up
It takes just a minute

Enter your Aadhaar Number

- - - - - - - - -

DigiLocker uses Aadhaar to enable authentic document access

Next

[Try another way](#)

- Enter the OTP received on Aadhaar Registered Mobile Number and click submit.

Verify Aadhaar OTP

UIDAI has sent a temporary OTP to your mobile ending in
*****6356(valid for 10 mins).

Please enter OTP to complete verification

Didn't receive OTP? Wait few minutes for the OTP to arrive. Do not refresh or close!

Submit

Didn't get the OTP? [Resend OTP](#)

[Create your account using mobile](#)

Note: It is mandatory to have Digi locker account for registration on portal, applicants not having the Digi-Locker account shall be asked to create the same.

(f) Aadhaar Verification via Digi Locker (KYC Process)

- User will be asked to enter Digi-Locker PIN.

 **DigiLocker**
Document Wallet to Empower Citizens

You are already registered with DigiLocker

6 digit PIN provides extra security to your account with two factor authentication. Don't disclose your Security PIN to anyone.

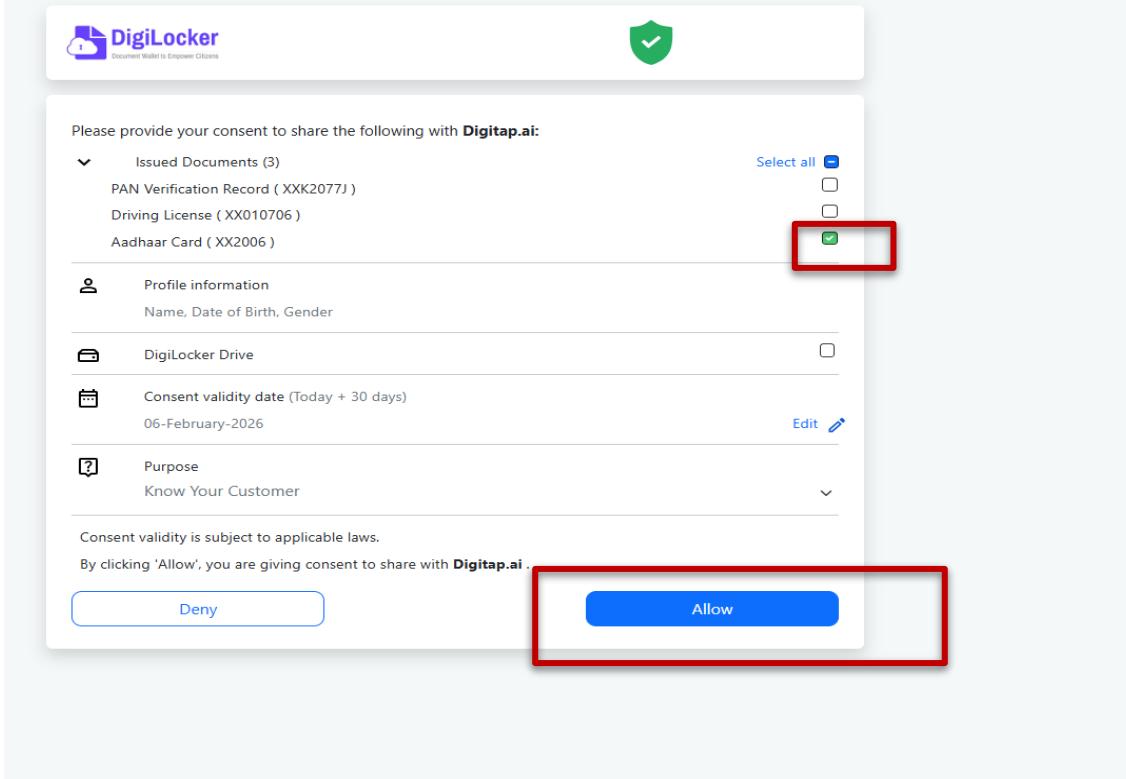
Please enter your 6 digit Security PIN to Signin



[Forgot my PIN](#)

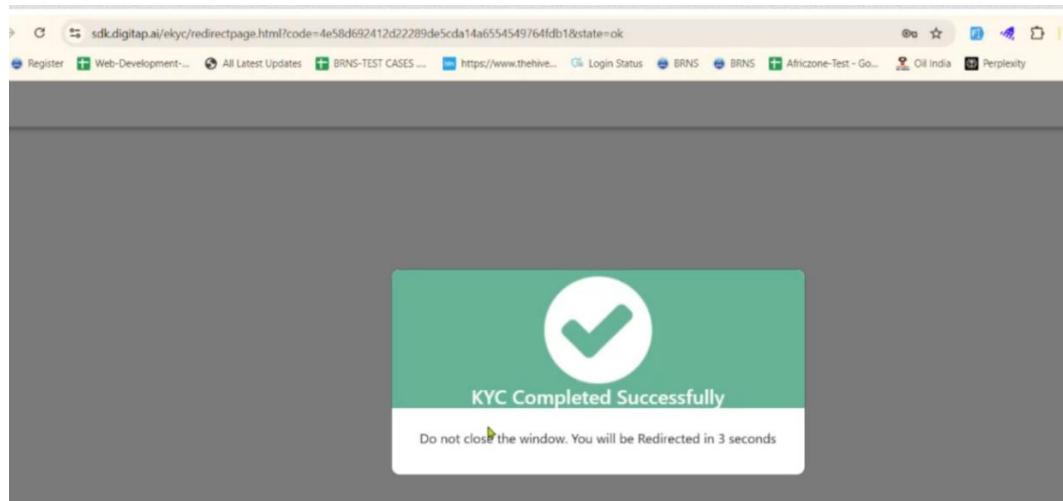
Done

- Digi Locker will ask for your permission to share your **Aadhaar XML / Aadhaar e-KYC data** with the portal, select Aadhar Card and Click **Allow / Continue**.



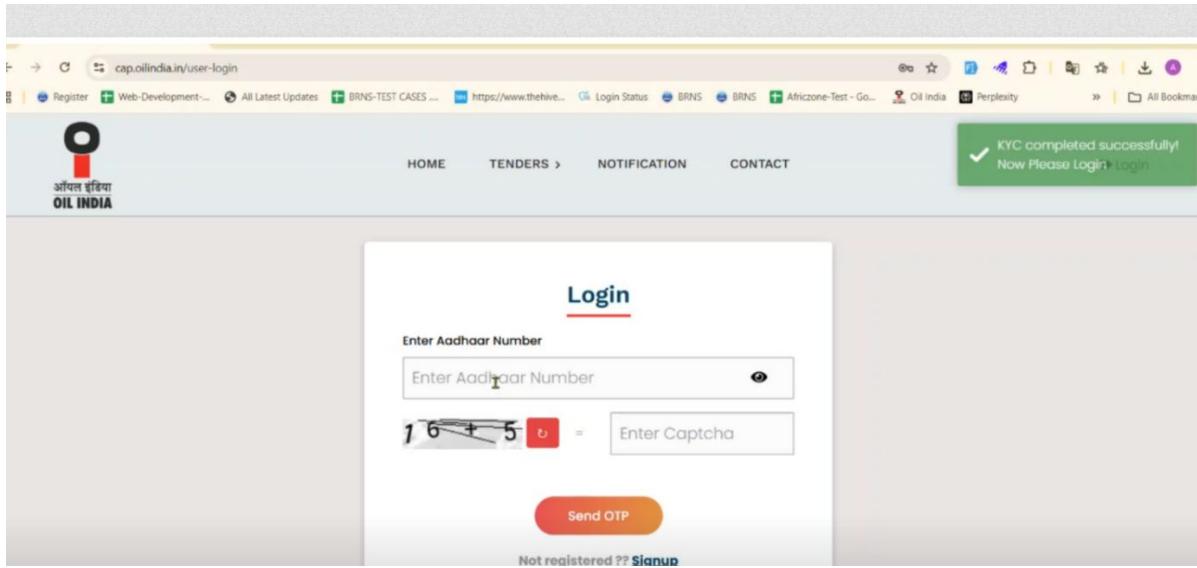
The screenshot shows a consent form from DigiLocker. At the top, the DigiLocker logo and a shield icon with a checkmark are displayed. The form asks for consent to share documents with Digitap.ai. Under the heading 'Issued Documents (3)', the 'Aadhaar Card (XX2006)' checkbox is checked and highlighted with a red box. The 'Select all' checkbox is also checked. Below this, sections for 'Profile information', 'DigiLocker Drive', and 'Consent validity date' are shown. The 'Consent validity date' is set to '06-February-2026' and has an 'Edit' link. Under 'Purpose', 'Know Your Customer' is selected. A note states that consent is subject to applicable laws and that clicking 'Allow' grants consent to share with Digitap.ai. The 'Allow' button is highlighted with a red box.

- The system will automatically fetch your Aadhaar name and other KYC details.
- Once data is successfully fetched:
 - Aadhaar will be marked as **Verified**
 - KYC status will show **Completed / Success as shown below:**



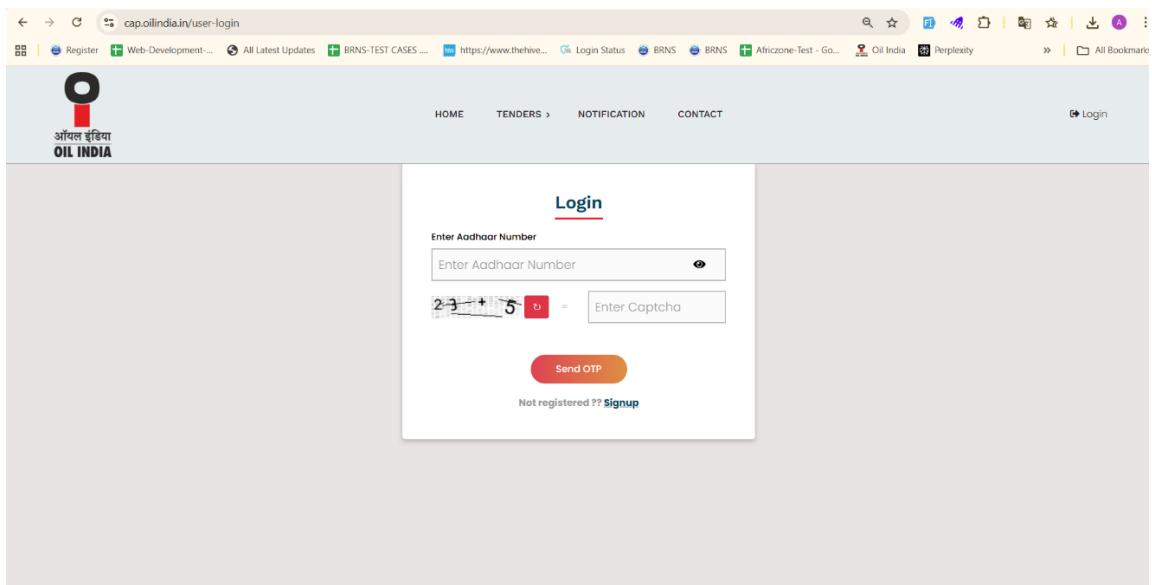
(g) Registration Completed

- After KYC is completed, your user account will be created successfully, and user will be redirected to login page.



2.0 Login Process: After KYC completion the user shall be automatically redirected to login page or User may access the login page through the link given below:

Login URL: <https://cap.oilindia.in/user-login>



- Type your **12-digit Aadhaar Number** in the input field. (You can click the **eye icon** to show or hide the entered Aadhaar number.)
- Enter the Captcha (If the captcha is unclear, click the refresh icon to load a new one)
- After entering Aadhaar Number and Captcha correctly, click Send OTP.

- An OTP will be sent to your **registered mobile number** (Provided at the time of registration).
- Enter the OTP and click Login

3.0 Filling of Application Form:

- After login click on the tenders and select the Ambulance tender.

1. The application form will open as shown below:

R REGISTRATION OF APPLICATION
Hiring the Service of AC Ambulances

Tender No: DCT0998P26

Name of Applicant (in Full)*

Mr Enter First Name

Name of Applicant's Father (in Full)*

Mr Enter First Name

Applicant's latest color photo*

No file chosen
size Must be 50 KB to 2 MB (Only jpg, JPEG)

Gender*

Employment exchange card no *

Card Issued From (Exchange Name)*

Validity of Exchange Card *

dd-mm-yyyy No file chosen
size Must be 200 KB to 2 MB (Only jpg, JPEG)

Date of Birth (D.O.B) of Applicant*

dd-mm-yyyy

PAN Number*

Address*

Note: (i) Applicants are advised to periodically save the form while entering the details using **‘Save as Draft’** in Bottom Right corner of the window.

(ii) Field marked with the (*) are mandatory.

2. Enter applicant and parent details

- Select title (Mr/Ms/etc.).
- Type First Name, Middle Name (if any), and Last Name.
- Name of Applicant's Father (in Full)
- Select title and type your father's first, middle (if any), and last name.

3. Upload photo and select gender

- Click “Choose File”.
- Select a recent colour photo in JPG/JPEG format within the size limit shown on screen.
- Click the drop-down and select your gender.

4. Employment exchange details

- Enter your exchange card number
- Select the employment exchange name from the list.
- Validity of Exchange Card (It should be valid as on BCD)
- Click the calendar icon and choose the validity end date from the card.
- Exchange Card Image
- Click “Choose File” and upload a clear scanned image of the card within the allowed size.

5. Date of birth, PAN, and address

- Date of Birth (D.O.B) **(Age must be between 18 years and 55 years as on bid closing date of the tender (28.01.2026)).**
- Click the calendar icon and select your date of birth.
- Type your PAN in uppercase letters (no spaces).
- Type your full permanent postal address.
- Enter your village/town/city name.
- Type the name of your post office.

6. Police Station, State, and vendor details

- Enter the name of your local police station.
- Select your state from the drop-down.
- Select your district name from the drop-down.
- Type your 6-digit pin code.
- Select OIL's Vendor Code i.e., “Yes” or “No”.
- If yes, enter your OIL's Vendor Code No. in the next field.

7. Employment status and dependent status

- Select the employment status from the drop-down list (Yes/No).
- Whether dependent of any OIL employee in service. (Select Yes/No).

8. Contact details and document uploads

- Mobile Number & Email ID shall automatically reflect which was provided at the time of Sign-up.
- click “Choose File” and upload the image within the given size limit.
- Click “Choose File” and upload the scan in JPG/JPEG within the size limit.

9. Read and accept self-declaration

- Read all the declaration points shown under Self Declaration carefully.
- Tick the checkbox “I hereby accept to all the above terms and conditions.” to agree.

10. Save or submit the form

- To keep the form for later editing, click “Save As Draft” (right bottom of the window).
- When everything is correct and documents are uploaded, click “Submit”.

- Summary page will open, review the details before final submission.

11. Final declaration and submit

- At the bottom of the summary page, read the declaration text.
- Tick the checkbox confirming that all information given is true and final.
- Click the Final Submit button.
- Wait for a few seconds while the system processes your request. Do not refresh or close the browser.

12. View success notification

- You will be redirected to the Tender Dashboard screen.
- A green notification will appear at the top right saying, “**Form Submitted Successfully**”, which confirms your application has been finally submitted.
- In the dashboard table you will see a generated Application Number.
- In Tender Form column, click on **View File** to open the submitted form.

S.No	Application No	Tenders Name	Tenders No	Submitted At	Tender Form
1	000004	Hiring the services of Brand New Welding and Cutting Sets for Welding, Cutting & Brazing Operations in Oil's Operational Areas at Assam and Arunachal Pradesh.	AlefoRs121	Application Submission Time:- 27 Nov, 2025 06:28 PM	View File

You have successfully submitted the application save the application form for future reference.